

State of Kansas

Department of Administration

Notice of Public Hearing on Proposed Amendments to Administrative Regulations

December 11, 2009

A public hearing will be conducted on Monday March 8, 2010 at 9:00 a.m. in Room 106 of the Landon State Office Building, 900 S.W. Jackson, Topeka, Kansas to consider the adoption of proposed changes to existing rules and regulations of the Division of Accounts and Reports, Department of Administration.

This 60-day notice of the public hearing shall constitute a public comment period for the purpose of receiving written public comments on the proposed rules and regulations. All interested parties may submit written comments prior to the hearing to the Division of Accounts and Reports, Attn: Peggy Hanna, 900 S.W. Jackson, Room 351, Topeka, Kansas, 66612 or by email to Peggy.Hanna@da.ks.gov. All interested parties will be given a reasonable opportunity to present their views orally regarding the adoption of the proposed changes during the public hearing. In order to provide all parties an opportunity to present their views, it may be necessary to request that each participant limit any oral presentation to five minutes.

Any individual with a disability may request an accommodation in order to participate in the public hearing and may request the proposed regulations and economic impact statement in an accessible format. Requests for accommodation to participate in the hearing should be made at least five working days in advance of the hearing by contacting Peggy Hanna at (785) 296-4816 (or TTY 1-800-766-3777). The north entrance to the Landon State Office Building is accessible. Handicapped parking is located at the south end of the Landon State Office Building, across the street from the north entrance to the building and on Ninth Street, just around the corner from the north entrance to the building.

The State of Kansas is implementing an integrated financial management system. As a part of the implementation, the State is reviewing business processes, policies, regulations and statutes. The decision was made to not customize the software application to accommodate current processes. The current methodology uses a calculation based on a travel day divided into quarters, with each quarter day having a specific reimbursable amount set by Department of Administration policy. The current method is complex and confusing to travelers as well as to state agencies and not mandated in federal law. The proposed change to the regulations would allow agencies to reimburse travelers based on a meal allowances set by Department of Administration policy.

Summaries of the proposed regulations and their economic impact follow.

Copies of the proposed regulations and the Economic Impact Statement for the proposed changes to the regulations can be viewed at the following website: <http://www.da.ks.gov/ar/RegChanges/regs.pdf>

K.A.R. 1-16-8 – Use of privately-owned or operated conveyance, limitation; reimbursement for transportation and subsistence expense. This regulation addresses the calculations that agencies use to reimburse State employees who are traveling on State business either in-state or out-of-state. Minor changes are proposed to this regulation to update the wording to current standardized language and grammar usage as well as to incorporate the change in reimbursement methodology from quarter days to meal allowances.

K.A.R. 1-16-15 – Reduced allowances. This regulation addresses an agency's ability to reimburse their employee at a rate that is less than the standard rates set by the Division of Accounts and Reports. Minor changes are proposed to this regulation to update the wording to current standardized language and grammar usage as well as to incorporate the change in reimbursement methodology from quarter days to meal allowances.

K.A.R. 1-16-18 – Subsistence allowances. This regulation addresses all subsistence allowances, including meals and lodging, and the limits to those allowances. Changes are proposed to this regulation to incorporate the change in reimbursement methodology from quarter days to meal allowances as well as to delete the use of "in-state high-cost areas" (a term discontinued in Fiscal Year 2006 via Information Circular No. 06-A-002).

K.A.R. 1-16-18a – Designated high-cost geographical areas. This regulation defines high-cost geographic areas and addresses how State travelers would be reimbursed if traveling to a high-cost geographic area. Minor changes are proposed to this regulation to update the wording to current standardized language and grammar usage as well as to incorporate the change in reimbursement methodology from quarter days to meal allowances. Change is also proposed to delete the use of "in-state high-cost areas" (a term discontinued in Fiscal Year 2006 via Information Circular No. 06-A-002). Three areas proposed to be added to the list of out-of-state, designated high-cost geographic areas in K.A.R. 1-16-18a were previously added to Department policy by means of information circulars and letter approvals.

K.A.R. 1-16-20 – Miscellaneous expense definition. This regulation addresses all other expenses a State traveler might experience that are not included in subsistence, mileage, fares in lieu of mileage and state-owned vehicle operation. Minor changes are proposed to this regulation to update the wording to current standardized language and grammar usage as well as to incorporate the change in reimbursement methodology from quarter days to meal allowances. The references to the DA-121 form have been stricken and replaced with a broader reference to a reimbursement form as prescribed by the Director of Accounts and Reports.

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ECONOMIC IMPACT STATEMENT

I. Summary of Proposed Regulations Changes, Including the Purpose.

K.A.R. 1-16-8, 1-16-15, 1-16-18, 1-16-18a and 1-16-20 are regulations that define the method used for reimbursing employees of the State of Kansas when they travel on state business. The current methodology calculates on a set schedule with a day divided into quarters, with each quarter having a set amount. The proposed change to the regulations would allow agencies to reimburse travelers based on a meals allowance set by Department of Administration policy. Further change is proposed to delete terminology no longer in use – “in-state, designated high-cost geographic areas” as we no longer have areas in Kansas designated as high-cost. This change was implemented via informational circular 06-A-002 in Fiscal Year 2006. The three locations proposed to be added to the list of out-of-state, designated high-cost geographic areas in K.A.R. 1-16-18a have previously been added to Department policy by means of information circulars and letter approvals: informational circular no. 02-A-005, Morristown, NJ; informational circular no. 06-A-005, Las Vegas, NV; and letter approval dated November 3, 2003, San Jose, CA. In addition, minor changes have been proposed to update the language throughout these regulations.

II. Reason the Proposed Change to the Regulations is Required, Including Whether or Not the Regulation is Mandated by Federal Law.

The State of Kansas is implementing an integrated financial management system (Statewide Management and Reporting Tool –SMART). As a part of the implementation, the State is reviewing business processes, policies, regulations and statutes. The decision was made to not customize the software application to accommodate current processes, policies, regulations or statutes, unless there was a compelling reason to do so. The current method is complex and confusing to travelers as well as to state agencies and is not mandated in federal law. The proposed method is considered best practices amongst accountants. A small work group consisting of Department of Administration staff and other agencies’ staff reviewed the options and determined that the proposed change has the most benefit and least negative economic impact to agency budgets.

III. Anticipated Economic Impact upon Department of Administration.

As delivered, the SMART software can be configured to encompass the proposed change in methodologies without incurring any additional implementation costs. If the state retained the current methodology for meal reimbursement, a customization (modification) would be required to accommodate that method. It is estimated that this modification to the software would initially cost the State \$24,000-\$34,000, which is based on the number of hours necessary to design, build and test the modification. Additional costs and effort would be expended during future upgrades to maintain the system modification.

IV. Anticipated Economic Impact upon State Agencies and State Employees.

The current maximum reimbursement allowance to a traveler is \$38 per calendar day (\$9.50 per quarter day), and the proposed maximum amount is \$38 per calendar day (\$9 for breakfast, \$10 for lunch, and \$19 for dinner). Variances in reimbursements occur depending on the portion of a day or days the employee is traveling.

The variance in the reimbursement amount will sometimes benefit the agency but, in other cases, will benefit the traveler. For instance, if a traveler leaves the first day at 7:00 AM and returns at 7:00 PM on the second day, under the current methodology the agency would reimburse the employee for six (6) quarter days (at \$9.50 per quarter day) or \$57 while with proposed methodology the agency would reimburse the employee for five (5) meals (1 breakfast, 2 lunches and 2 dinners) or \$67, resulting in a \$10 increase in expenditures to the agency. In a different scenario, if a traveler leaves after 7:00 PM the first day and returns at 1:00 PM the second day, under the current methodology the agency would reimburse the employee for three (3) quarter days (at \$9.50 per quarter day) or \$28.50 while with proposed methodology the agency would reimburse the employee for two (2) meals (1 breakfast and 1 lunch) or \$19, resulting in a \$9.50 decrease in expenditures to the agency.

The Department of Administration does not have the data to thoroughly calculate an exact economic impact to all agencies in scenarios like those described in the above examples. The current central accounting system does not provide an online repository for the data elements needed to accomplish such a calculation. However, the financial management system being implemented in July 2010 (SMART) will provide the tools needed to make and track such calculations in the future so that data gathering will be possible.

All other proposed changes, such as language updates, have no economic impact to the agencies. The cities added in K.A.R. 1-16-18a(c) have been added previously to circulars developed by the Department of Administration, and no further economic impact to the agencies is expected.

V. Less Costly or Intrusive Methods That Were Considered, but Rejected and the Reason for the Rejection.

The proposed methodology was determined to be the least costly method. Retaining the current methodology would have required the modification to the software application with the related initial cost of \$24,000 to \$34,000.

Another method considered that would have allowed the use of delivered functionality in the software would be to reimburse travelers for the quarter day in which they return. This could be accomplished by a change in regulation and policy since we currently do not reimburse for the return quarter day. However, this method would definitely increase the cost to the agencies by causing them to reimbursement each traveling employee an additional quarter day.

1-16-8. Use of ~~privately-owned~~ privately owned or operated conveyance, limitations; reimbursement for transportation and subsistence expenses. (a) In-state travel. ~~Where~~ If the use of a ~~privately-owned~~ privately owned or operated conveyance on official state business is authorized by the administrative head of the agency, reimbursement shall be on a mileage basis at the rate specified, and under the limitations prescribed by K.A.R. 1-18-1a. Mileage shall be calculated in accordance with K.A.R. 1-17-11, except that storage or parking charges for a ~~privately-owned~~ privately owned conveyance at any commercial transportation terminal, while the traveler is on an extended trip, and turnpike tolls, may be allowed in addition to this mileage allowance.

(b) Out-of-state travel.

(1) ~~Where~~ If the use of a ~~privately-owned~~ privately owned or operated conveyance on official state business, instead of common carrier, is authorized by the administrative head of the agency ~~instead of common carrier~~, the traveler shall be allowed private conveyance mileage as prescribed by K.A.R. 1-18-1a to the destination, turnpike tolls, and parking charges, or an amount equal to economy class air fare to the air terminal nearest the destination, whichever is lesser. Out-of-state subsistence allowance shall be allowed only for the ~~number of quarter days~~ which amount of time that would have been necessary had the traveler used the fastest public transportation available to the destination instead of a private conveyance. No taxi or terminal expenses shall be allowed at the destination. Air terminal shall be defined as the principal terminal in that general geographic area.

(2) If two or more travelers on official business travel in one ~~privately-owned~~ privately owned conveyance instead of common carrier, the use of one conveyance may be authorized on a mileage basis. In such cases, the subsistence allowed shall be for the number of days it the trip

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would take by car ~~via~~ using the usually traveled route to the point of destination as provided in K.A.R. 1-17-11.

(3) Upon written, prior approval of the agency head, exceptions to this subsection may be granted in unusual circumstances ~~when~~ if deemed to be in the best interest of the state.

(c) Exception. Nothing in this regulation shall apply to any person to ~~which~~ whom K.S.A. 75-3212 and K.S.A. 75-3216, and amendments thereto, apply.


This regulation shall be effective on and after July 1, 2010. (Authorized by and implementing K.S.A. 2008 Supp. 75-3207; effective, E-74-4, Nov. 2, 1973; effective May 1, 1975; amended May 1, 1979; amended May 1, 1981; amended April 30, 1990; amended P-_____.)

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1-16-15. Reduced allowances. (a) Except as provided in subsection (d) of K.A.R. 1-16-18, ~~an~~ each agency that desires to pay a reduced meals allowance or lodging expense shall obtain the prior approval of the secretary of administration. ~~Agencies desiring to obtain this approval~~
~~The agency shall submit a request therefor on a form which may be obtained from the division of~~
accounts and reports.

(b) The following instances of reduced allowances, which have been approved by the secretary of administration and, shall not require the use of the approval form ~~shall not be~~ necessary:

(1) If ~~an~~ the agency conveys the following information to the employee in advance of the travel, the agency may handle subsistence payments as stated to the employee:

(A) The agency is not requiring ~~the~~ its employee to undertake the travel in question; and

(B) the agency desires to not pay subsistence, or desires to pay at a specified reduced rate, ~~and this is stated to the employee in advance of the travel, the agency may handle~~
~~subsistence payments as stated to the employee.~~

(2) If the cost of meals is included within the cost of a registration fee or other fees and charges paid by the agency, ~~an~~ the agency shall pay the applicable reduced subsistence allowance ~~set forth~~ specified in subsection (d) of K.A.R. 1-16-18 ~~and any amendments to it.~~

(3) If both meals and lodging will be provided at no cost to ~~the~~ an agency's traveling employee, ~~an~~ the agency ~~is~~ shall be authorized to not pay any subsistence for this travel.

(4) If ~~the~~ a traveling employee requests a specified reduced subsistence amount, the requested amount may be paid.

(c) Requests for approval of reduced subsistence allowances shall be based on reducing ~~quarter-day meal~~ meals allowances and lodging expenses in multiples of a half dollar, and this

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reduced subsistence shall in all other respects be paid in accordance with applicable regulations and accounting procedures.


(d) This regulation shall ~~take effect~~ be effective on and after ~~October 1, 1988~~ July 1, 2010. (Authorized by and implementing K.S.A. 2008 Supp. 75-3207; effective Jan. 1, 1966; amended, E-69-18, Aug. 14, 1969; amended Jan. 1, 1970; amended May 1, 1979; amended May 1, 1982; amended, T-84-20, July 26, 1983; amended May 1, 1984; amended, T-87-26, Oct. 1, 1986; amended May 1, 1987; amended, T-89-1, Jan. 7, 1988; amended Oct. 1, 1988; amended P-_____.)

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1-16-18. Subsistence allowance. (a) General provisions. Except as otherwise specifically provided by law, subsistence allowances for in-state and out-of-state travel shall be paid on the basis of a meals allowance and the actual cost of lodging expenses incurred, within the limits set forth in this regulation.

(1) Meals allowance rates, including ~~quarter-day and~~ per-meal allowances, and lodging reimbursement limitation rates established in accordance with K.S.A. 75-3207a, and amendments thereto, shall be published in informational circulars of the division of accounts and reports. Rates shall be established for the following geographic areas or categories of travel:

(A) Travel to in-state destinations, ~~exclusive of designated in-state, high-cost geographic areas;~~

(B) ~~travel to in-state, designated high-cost geographic areas;~~

(~~C~~) travel to out-of-state destinations, exclusive of designated out-of-state, high-cost geographic areas;

(~~D~~) (C) travel to out-of-state, designated high-cost geographic areas;

(~~E~~) (D) travel to out-of-state, special designated high-cost geographic areas;

(~~F~~) (E) international travel. As used in this regulation, "international travel" means travel outside the 50 states and the District of Columbia;

(~~G~~) (F) travel involving conference lodging that qualifies under K.A.R. 1-16-18a(e);
and

(~~H~~) (G) other categories as the secretary of administration deems appropriate.

(2) Subject to the approval of the secretary of administration, any city in a state bordering or near Kansas may be designated as a "border city" by the director of accounts

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and reports. For travel by state personnel to a border city, all meals allowances and lodging expense limitations shall be applied at the appropriate in-state rate established in accordance with K.S.A. 75-3207a, and amendments thereto.

(b) Meals allowance; general provisions. Except as provided in subsection (c), the ~~subsistence rates for meal expenses shall be paid on a per diem basis at the appropriate quarter-day meal allowance rate~~ meals allowance shall be paid in an amount not to exceed rates established in accordance with K.S.A. 75-3207a, and amendments thereto; ~~for any fraction of a quarter-day in which the official travel begins and for each full quarter-day thereafter. For purposes of this regulation, a day shall commence at 12:01 a.m. No quarter-day meal allowance shall be paid for any fractional quarter-day in which the traveler returns to the traveler's official station or domicile.~~

(c) Meals allowance; exceptions.

(1) An exception to the ~~quarter-day~~ meal allowance for international travel may be made at the option of the agency head or the agency head's designee by claiming actual expenses, subject to any daily limitation established in accordance with K.S.A. 75-3207a, and amendments thereto.

(2) If the cost of meals is included within the cost of registration fees or other fees and charges paid by the agency or is supplied without cost by another party, the ~~quarter-day~~ meal allowance shall be reduced by the appropriate per-meal allowance established in accordance with K.S.A. 75-3207a, and amendments thereto.

(3)(A) Except as prohibited by paragraph (c)(3)(B), the agency head or the agency head's designee may authorize any employee who does not incur lodging expenses to be

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reimbursed for one meal on any day on which either of the following circumstances occurs:

(i) The employee is required to travel on official state business, and the employee's workday, including travel time, is extended three hours or more beyond the employee's regularly scheduled workday.

(ii) The employee is required to attend a conference or a meeting as an official guest or participant, and a meal is served during the required attendance time.

(B) No meals shall be reimbursed if the point at which the official business is conducted is within 30 miles of the employee's official station or if a meal is provided at no cost to the employee.

(C) Each request for reimbursement of a meal under paragraph (c)(3) shall identify the date, purpose, destination, and time of the travel, conference, or meeting, and the meal requested for reimbursement.

(D) Each employee who receives reimbursement for a meal under paragraph (c)(3) shall be paid at the applicable per-meal allowance rate established in accordance with K.S.A. 75-3207a, and amendments thereto. ~~No quarter-day meal allowance shall be paid without incurring lodging expenses.~~

(d) Lodging expense limitations; general provisions.

(1) Reimbursement for lodging, or direct payment of lodging expenses to the lodging establishment, shall be made on the basis of actual, single-rate lodging expenses incurred and shall be supported by the original official receipt of the lodging place or other suitable documentation. Subject to applicable lodging expense limitations established in accordance with K.S.A. 75-3207a and amendments thereto, reimbursement for lodging

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expenses, or direct payment of lodging expenses to the lodging establishment, shall be limited to the lodging place's lowest available rate for normal single occupancy on the day or days the lodging expense was incurred.

(2) Taxes associated with lodging expenses shall not be included in the applicable lodging expense limitation rates established in accordance with K.S.A. 75-3207a, and amendments thereto, and shall be paid as an additional reimbursement.

(e) Lodging expense limitations; exception. Specific exceptions to the applicable dollar limitation on lodging expenses may be made as provided in K.S.A. 75-3207a, and amendments thereto.


This regulation shall be effective on and after July 1, 2010. (Authorized by and implementing K.S.A. 2008 Supp. 75-3207, ~~as amended L. 2001, Ch. 109, Sec. 4 and 75-3207a, as amended by L. 2001, Ch. 109, Sec. 5~~; effective, E-80-10, July 11, 1979; effective May 1, 1980; amended, E-81-14, June 12, 1980; amended May 1, 1981; amended, E-82-14, July 1, 1981; amended May 1, 1982; amended, T-84-20, July 26, 1983; amended May 1, 1984; amended May 1, 1985; amended, T-87-26, Oct. 1, 1986; amended May 1, 1987; amended, T-89-1, Jan. 7, 1988; amended Oct. 1, 1988; amended July 1, 1990; amended, T-1-8-14-90, May 1, 1990; amended Oct. 8, 1990; amended, T-1-9-26-91, Oct. 1, 1991; amended Nov. 18, 1991; amended, T-1-1-1-93, Jan. 1, 1993; amended Feb. 22, 1993; amended, T-1-6-28-95, July 1, 1995; amended Oct. 27, 1995; amended, T-1-7-1-97, July 1, 1997; amended Aug. 8, 1997; amended July 1, 1998; amended July 1, 1999; amended Feb. 15, 2002; amended P-_____.)

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1-16-18a. Designated high-cost geographic areas. (a) For official travel to and from, or within, any designated high-cost geographic area identified in subsection (c) in which the traveler is required to sleep away from home, the applicable subsistence allowance rate for that designated high-cost geographic area may be paid. However, reimbursement on this basis shall not be allowable ~~when~~ if the area is only an intermediate stopover at which no official duty is performed; or ~~when~~ if the subsistence expenses incurred relate to relocation, to travel to seek residence quarters, or to travel to report to a new permanent duty station or to temporary quarters.

(b) Reimbursement for travel in designated high-cost geographic areas shall be at the prescribed designated high-cost geographic area rate, unless the agency establishes a reduced rate as provided in K.A.R. 1-16-15. ~~When~~ If an out-of-state trip is to two or more destination cities; and when one of these cities is a designated high-cost geographic area, the subsistence allowance rate shall change from the designated high-cost geographic area rate to the regular rate, or from the regular rate to the designated high-cost geographic area rate, subject to and on application of the appropriate ~~quarter-day~~ meals allowance as determined by the time of arrival at the second destination city.

(c) The boundaries of designated high-cost geographic areas shall include all locations within the corporate limits of the cities listed, unless otherwise specified. The designated high-cost geographic areas shall be as follows:

(1) ~~In-state, designated high-cost geographic areas:~~

(A) ~~Kansas City, including all locations within Johnson and Wyandotte Counties;~~

(B) ~~Manhattan, including all locations within Riley County;~~

(C) ~~Topeka, including all locations within Shawnee County; and~~

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- ~~(D) Wichita, including all locations within Sedgwick County;~~
- (2) Out-of-state, designated high-cost geographic areas:
- (A) Afton, Oklahoma, including Shangri-La Resort;
- (B) Anchorage, Alaska;
- (C) Aspen, Colorado, including all locations within Pitkin County;
- (D) Atlanta, Georgia;
- (E) Atlantic City, New Jersey, including all locations within Atlantic County;
- (F) Austin, Texas;
- (G) Avon and Beaver Creek, Colorado;
- (H) Baltimore, Maryland;
- (I) Barrow, Alaska;
- (J) Boca Raton, Florida;
- (K) Boston, Massachusetts, including all locations within Suffolk County;
- (L) Cambridge, Massachusetts;
- (M) Carmel, California;
- (N) Chicago, Illinois, including all locations within Du Page, Lake, and Cook Counties;
- (O) Cleveland, Ohio;
- (P) Dallas/Fort Worth, Texas;
- (Q) Denver, Colorado;
- (R) Edison, New Jersey, including all locations within Middlesex County;
- (S) Fairbanks, Alaska;
- (T) Fort Myers and Sanibel Island, Florida, including all locations within Lee County;
- (U) Hershey, Pennsylvania;

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(V) Hilton Head Island, South Carolina, including all locations within Beaufort County;

(W) Honolulu, Oahu, Hawaii, including all locations on the Island of Oahu;

(X) Houston, Texas;

(Y) Indianapolis, Indiana;

(Z) Juneau, Alaska;

(AA) Kaanapali Beach, Maui, Hawaii;

(BB) Kailau-Kona, Hawaii;

(CC) Kaunakakai, Molokai, Hawaii;

(DD) Keystone, Colorado, including all locations within Summitt County;

(EE) King of Prussia, Pennsylvania;

(FF) Kodiak, Alaska;

(GG) Lake Buena Vista, Florida;

(HH) Las Vegas, Nevada;

(II) Los Angeles, California, including all locations within Los Angeles, Kern, Orange, and Ventura Counties;

(H) (JJ) Miami, Florida;

(J) (KK) Minneapolis and St. Paul, Minnesota, including all locations within Hennepin, Ramsey, and Anoka Counties;

(K) (LL) Monterey, California, including all locations within Monterey County;

(M) (MM) Morristown, New Jersey;

(L) (NN) Nashville, Tennessee;

(A) (OO) Newark, New Jersey, including all locations within Bergen, Essex, Hudson, Passaic, and Union Counties;

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~~(NN)~~ (PP) New Orleans, Louisiana, including all locations within Jefferson, Orleans, Plaquemines, and St. Bernard Parishes;

~~(OO)~~ (QQ) Newport, Rhode Island, including all locations within Newport County;

~~(PP)~~ (RR) Nome, Alaska;

~~(QQ)~~ (SS) Oakland, California, including all locations within Alameda, Contra Costa, and Marin Counties;

~~(RR)~~ (TT) Ocean City, Maryland, including all locations within Worcester County;

~~(SS)~~ (UU) Philadelphia, Pennsylvania, including all locations within Montgomery and Philadelphia Counties;

~~(TT)~~ (VV) Phoenix, Arizona;

~~(UU)~~ (WW) Pittsburgh, Pennsylvania;

~~(VV)~~ (XX) Portland, Oregon;

~~(WW)~~ (YY) Princeton, New Jersey, including all locations within Mercer County;

~~(XX)~~ (ZZ) Salt Lake City, Utah;

~~(YY)~~ (AAA) San Antonio, Texas;

~~(ZZ)~~ (BBB) San Diego, California, including all locations within San Diego County;

~~(AAA)~~ (CCC) San Francisco, California, including all locations within San Francisco County;

~~(DDD)~~ (EEE) San Jose, California, including all locations within Santa Clara County;

~~(BBB)~~ (EEE) San Mateo, California, including all locations within San Mateo County;

~~(CCC)~~ (FFF) Santa Barbara, California, including all locations within Santa Barbara County;

~~(DDD)~~ (GGG) Santa Cruz, California, including all locations within Santa Cruz County;

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~~(BBB)~~ (HHH) Seattle, Washington, including all locations within King County;

~~(FFF)~~ (III) South Padre Island, Texas;

~~(GGG)~~ (JJJ) Stamford, Connecticut;

~~(HHH)~~ (KKK) St. Louis, Missouri;

~~(HH)~~ (LLL) Sun Valley, Idaho, including all locations within Blaine County;

~~(JJJ)~~ (MMM) Tampa, Florida;

~~(KKK)~~ (NNN) Tom's River, New Jersey, including all locations within Ocean County;

~~(LLL)~~ (OOO) Tucson, Arizona;

~~(MMM)~~ (PPP) Vail, Colorado, including all locations within Eagle County;

~~(NNN)~~ (QQQ) Wailea, Maui, Hawaii;

~~(OOO)~~ (RRR) White Plains, New York, including all locations within Westchester

County; and

~~(PPP)~~ (SSS) all areas approved as designated high-cost geographic areas pursuant to subsection (d); and

(3) (2) out-of-state, special designated high-cost geographic areas:

(A) Washington, D.C., including the cities of Alexandria, Fairfax, and Falls Church; the counties of Arlington, Fairfax, and Loudoun in Virginia; and the counties of Montgomery and Prince Georges in Maryland; and

(B) New York, New York, including all locations within the counties of Nassau and Suffolk.

(d) State agencies may request the director of accounts and reports to conduct a study of subsistence costs in any area not identified as a designated high-cost geographic area in

subsection (c). ~~If the study findings of an area justify this action,~~ The director of accounts and

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reports may recommend to the secretary of administration that ~~the~~ an area be added to the list of designated high-cost geographic areas if the study findings of the area justify this action. If the secretary approves the addition of that area, subsistence payments for travel to the area may be made at the rate for designated high-cost geographic areas.

(e)(1) If an employee is required or authorized to attend a conference, the agency head or the agency head's designee may approve reimbursement or direct payment of actual lodging expenses. Before the date of travel, the employee shall submit to the agency head or the agency head's designee conference materials indicating that the conference will be held at or in connection with a lodging establishment with rates exceeding both the applicable lodging expense limitation established under K.A.R. 1-16-18 and the exception provided in K.S.A. ~~75-3207a(e)~~ 75-3207a, and amendments thereto.

(2) The reimbursement or direct payment of actual lodging expenses shall be effective for the approved conference and for official state business related to the conference and shall be applicable only to the state employee attending the conference.

(3) For purposes of this subsection, the term "conference" ~~means~~ shall mean any seminar, association meeting, clinic, colloquium, convention, symposium, or similar gathering that is attended by a state employee in pursuit of a goal, obligation, function, or duty imposed upon a state agency or performed on behalf of a state agency.

~~(f)~~ This regulation shall ~~take effect~~ be effective on and after ~~July 1, 1999~~ July 1, 2010.
(Authorized by and implementing K.S.A. 2008 Supp. 75-3207a; effective, E-80-10, July 11, 1979; effective May 1, 1980; amended May 1, 1981; amended, E-82-14, July 1, 1981; amended May 1, 1982; amended, T-84-20, July 26, 1983; amended May 1, 1984; amended May 1, 1985; amended, T-87-26, Oct. 1, 1986; amended May 1, 1987; amended, T-89-1, Jan. 7, 1988;

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amended Oct. 1, 1988; amended July 1, 1990; amended, T-1-1-1-93, Jan. 1, 1993; amended Feb.
22, 1993; amended April 1, 1996; amended July 1, 1998; amended July 1, 1999; amended P-
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1-16-20. Miscellaneous expense definition. Miscellaneous expenses are those expense shall mean any expense deemed necessary in the conduct of the official business of the state ~~which are~~ that is not included in the categories of subsistence allowance, mileage, or fares in lieu of mileage and state-owned vehicle operation. All miscellaneous expenses shall be claimed ~~under the column head as~~ "miscellaneous nonsubsistence expense" on the travel voucher—~~general expense (DA-121)~~ reimbursement form as prescribed by the director of accounts and reports and shall include items listed under subsections (b) through (g) ~~in this section.~~

(a) Receipts. A receipt evidencing a payment shall be obtained for each ~~and every~~ transaction involving miscellaneous expenditures, except taxi fares, telephone calls, telegrams, and intracity streetcar, bus fares, and limousine service.

(b) Baggage. Charges for baggage in excess of the weight or ~~of the~~ size carried free by transportation companies shall be allowed if ~~such~~ the excess baggage is used for official business. Charges for the storage of baggage may also be allowed if it is shown that ~~such~~ the storage was ~~on account of~~ due to official business. Specific justification ~~must~~ shall be submitted with the ~~claim voucher~~ travel reimbursement form, as prescribed by the director of accounts and reports.

(c) Telephone and ~~telegraph~~ facsimile messages. Expenses for official telephone and ~~telegraph facsimile~~ messages ~~which that~~ must be paid for by the traveler shall be allowed. Toll and local calls and ~~telegrams should~~ facsimiles shall be supported ~~on a separate sheet of paper attached to~~ by documentation submitted with the travel voucher—general expense (DA-121) reimbursement form as prescribed by the director of accounts and reports, showing the date, the city or town called or telegraphed faxed, the name of the person or firm called or ~~to where~~ the place to which the telegram fax was sent, and amount the cost of each call or telegram fax.

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(d) Stenographic ~~or typewriting~~ services. Charges for official stenographic ~~or typewriting~~ services ~~will~~ shall be allowed while on official travel.

(e) Purchase of supplies. The purchase of stationery and all other similar supplies shall be allowed in emergencies warranting ~~their~~ the use for handling of official business while on official travel.

(f) Transportation by common carrier or special conveyance. The cost of common or special conveyance transportation tickets (~~purchased tax-free~~) shall be considered a miscellaneous expense.

(g) Taxicabs. ~~Proper~~ Taxicab charges shall be claimed for reimbursement as miscellaneous expenses. Both points of origin and destination for each such fare should shall be shown on a travel voucher-general expense (DA-121); see regulation 1-16-11 for limitation on taxicab use reimbursement form, as prescribed by the director of accounts and reports.

This regulation shall be effective on and after July 1, 2010. (Authorized by and implementing K.S.A. 2008 Supp. 75-3207; effective Jan. 1, 1966; amended, E-69-18, Aug. 14, 1969; amended Jan. 1, 1970; amended P-_____.)

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